TRAINING AGENDA

Training Agenda

- 0800-0810 Introduction & Experience
- 0810-0830 Module 1 - GPC Ethics & Regulations
- 0830-0845 Module 2 - Individual & Organizational Responsibilities
- 0845-0900 Break
- 0900-0930 Module 3 – Required Sources
- 0930-1000 Module 4A – Uses of the GPC
- 1000-1015 Break
- 1015-1030 Hazmat Briefing
- 1030-1045 Equipment Accountability

Training Agenda (cont'd)

- 1045-1100 Small Business Briefing
- 1100-1130 Module 4B – Uses of the GPC
- 1130-1230 Lunch
- 1230-1300 GSA Briefing
- 1300-1345 Module 5 – GPC Purchasing
- 1345-1400 Break
- 1400-1430 Module 6 - Annual Surveillance
- 1430-1445 Module 7 – Miscellaneous Procedures
- 1445-1500 Module 8 – Self Registration for CHs

GPC Office Information

- **Hours: 0700-1600 hours**
- **Phone: (719) 333-4683/Fax: (719) 333-4404**
- **Pager: (719) 448-1456**
- **E-mail Address: Govt.Card@usafa.af.mil**
- **POCs: Steve Conver, Primary A/OPC**
  - **George Roach, Alternate A/OPC**
  - **Bunny Kitchens, Alternate A/OPC**
- **LGCW Supervisor: Lori Staples**
- **LGCW Webpage: www.usafa.af.mil/lg/lgc/govtcard**

Helpful Internet Addresses

- www.usafa.af.mil/lg/lgc/govtcard- USAFA GPC
- www.safaq.hq.af.mil/contracting/toolkit/impac - AFI 64-117 (select “Procedures” link)
- www.unicor.gov - UNICOR (has waiver also)
- www.jwod.com - mandatory office supply source
- www.jwod.com/distributors - JWOD distributors
- www.nib.org - National Industries for the Blind
- www.nish.org - National Industries for the Severely Handicapped
- www.gsaadvantage.gov - GSA (helpful $2,500+)

Helpful Internet Addresses (cont'd)

- www.bnbusiness.com/gsa - Book on GSA
- www.dodemall.dla.mil/ - DoD E-Mall
- www.safaq.hq.af.mil/contracting/toolkit/impac/hazmat_firearms_munitions.pdf - HAZMAT procedures
- www.epa.gov/epaoswer/non-hw/procure/index.htm - Environmental
- www.fss.gsa.gov/environ - Comprehensive Procurement Guidelines (CGP)
- www.dla.mil/dscr - Environmental

Important Phone Numbers

- Financial Services Office
  - Ms. Tammy Howard/Mr. Lonell Carroll
    - Extension x6933 or x4494
- HAZMAT
  - Ms. Diana Deean, Environmental Division Manager
    - Extension x8367 or x8393
- Equipment - Customer Service & Training
  - Mr. Clarence Cofield
    - Extensions x3418 or x3433

Important Phone Numbers (cont'd)

- Director of Small Business
  - Ms. Sherry Pittinger
    - Extension x4561
- GSA, Rocky Mountain Region
  - Ms. Arleen Kinder, Customer Service Director
    - Extension x6390
- GSA Advantage
  - Customer Service
    - (877) 472-3777, Option 5

Reminders

- If you are being pressured to make a purchase you know is wrong, call us and we will take this pressure away from you.
- If a purchase does not seem right, give us a call.
- Remember
  - There is no small question
  - There is no stupid question
  - There is no question that we will not answer every day if that is what it takes to help you do your job